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Supply

**AIR FORCE JUNIOR ROTC SUPPLY AND SERVICES PROCEDURES
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This instruction implements AFD 23-1, *Requirements and Stockage of Materiel*. It establishes policies and prescribes supply procedures for Air Force Junior ROTC units. It supplements procedures prescribed in other Air Force directives. Refer recommended changes and/or corrections to this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*, through your chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://afrims.amc.af.mil/>. It applies to Headquarters Air Force Junior Reserve Officers Training Corps (AFJROTC) and all AFJROTC units.

SUMMARY OF CHANGES

This instruction has been substantially revised and must be completely reviewed.

All references of “demilitarized” have been changed to “inert” to match how the Air Force Supply System describes the weapon. Added requirement for the school principal to assign a primary and alternate Information Technology (IT) equipment custodian. Inert weapon storage guidelines have been substantially revised IAW MAJCOM directives. Replica weapon and air rifle storage guidelines have been added.

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Chapter 1

PROPERTY RESPONSIBILITIES

1.1. School Responsibilities.

1.1.1. It is the Jeanne M. Holm Center for Officer Accessions & Citizen Development (Holm Center) policy that schools participating in the AFJROTC program safeguard and retain liability for all Air Force property located at the school, making full restitution after all occurrences of theft, loss, and negligent or willful damage or destruction.

1.1.2. The school will furnish adequate facilities for storage and issue of all United States Air Force property provided for the AFJROTC program.

1.1.2.1. AFJROTC equipment, clothing, and texts will be stored in a dry, climate-controlled area to ensure usability over an extended period. Uniforms should be stored on clothes hanging racks or neatly folded on shelves, and other equipment/text items in appropriate size bins or other containers.

1.1.2.2. Schools will ensure all appropriate security measures have been accomplished to preclude loss, damage, or theft of Air Force property. These measures could include but are not limited to bars or heavy mesh on the windows, a reinforced door (solid core; or metal-clad, hollow core), heavy duty deadbolt cylinder lock, alarm systems, etc. Property relief procedures for lost, damaged, or destroyed Air Force property are contained in AFMAN 23-220, *Reports of Survey for Air Force Property* and this instruction.

1.1.2.3. The storage area shall comprise at least 400 square feet. As the size of the AFJROTC program increases beyond 100 students, additional storage space should be provided at the rate of 4 square feet per cadet over 100 cadets.

1.1.3. The school will appoint a Military Property Custodian (MPC) and IT equipment custodian to maintain accountability of all Air Force property. The school must have an MPC and IT equipment custodian at all times. School district employees can be assigned as an interim IT equipment custodian and MPC during an underlap of instructors. If a designated MPC or IT equipment custodian leaves, the school must appoint another individual to serve in this capacity. The school will notify Holm Center/JROL and Holm Center/ SDCS, through the SASI, by letter the name of the individual designated as unit MPC or IT equipment custodian within 15 days after the designation. The school must forward a copy of the MPC letter to the host base supply unit.

1.1.4. Upon deactivation of a unit, the school will ensure that all Air Force equipment and uniforms are relocated in accordance with the instructions of Holm Center/JROL.

1.2. Unit Responsibilities.

1.2.1. The MPC and IT equipment custodian will maintain copies of appointment letters in the unit document file.

1.2.2. The MPC and IT equipment custodian will establish procedures and controls which will ensure all United States Air Force property used in the AFJROTC program is properly requisitioned, issued, accounted for, and safeguarded in accordance with procedures in this instruction.

1.2.3. The MPC and IT equipment custodian will conduct an annual inventory of all items in accordance with procedures outlined in this instruction.

1.2.4. If an MPC or IT equipment custodian leaves or a new MPC or IT equipment custodian is designated, the SASI will ensure the relinquishing and receiving MPC or IT equipment custodian will immediately accomplish a joint inventory. The relinquishing MPC or IT equipment custodian is responsible for accounting for discrepancies up to final transfer of property responsibility.

1.2.5. Upon unit deactivation, the MPC must account for all Air Force equipment and uniforms.

1.2.5.1. The MPC will conduct a complete inventory, sign it, and mail it along with copies of all records relating to equipment, supplies, and uniforms to HQ Holm Center/JROL no later than 120 calendar days prior to the end of the instructor's teaching contract with the school. If the deactivation is short notice and will occur within 120 calendar days prior to the end of the instructor's teaching contract with the school, Holm Center/JROL must receive the inventory within 7 calendar days of notification of the deactivation.

1.2.5.2. The MPC and IT equipment custodian is responsible for returning or shipping Air Force property to the appropriate parties no later than ten days prior to the end of the instructor's teaching contract with the school.

1.2.6. The MPC will be responsible for:

1.2.6.1. Inert weapons issued to the unit.

1.2.6.2. Obtaining training from the host base supply on the responsibility and accountability of Air Force equipment. The MPC must maintain a file copy of the AF IMT 2426, *Training Request and Completion Notification*, indicating that training was accomplished IAW local support base instructions.

1.2.6.3. Labeling all Air Force equipment listed on the Custodian Authorization/Custody Receipt Listing (CA/CRL) so that the national stock number, detail number, and nomenclature are clearly legible. New labels are furnished by the support base supply for each item on the CA/CRL, if requested. This paragraph applies to any other equipment obtained by the unit other than inert weapons. In addition to CA/CRL listed items; all other AF property and equipment must be labeled or otherwise marked as AF property.

1.2.6.4. Complying with procedures contained in AFM 23-110, *USAF Supply Manual*, Volume II, Part 13, this instruction, and any other local equipment procedures specified by the support base supply.

Chapter 2

UNIFORM MANAGEMENT

Section A – Uniform Procurement

2.1. Scope. This chapter contains procedures for obtaining and controlling AFJROTC cadet uniforms.

2.2. Uniform Allowances.

2.2.1. Clothing. Allowance Source 016 (AS 016), *Special Purpose Clothing and Personal Equipment*, part D, section D, contains cadet clothing allowances. Units are authorized excess inventory for sizing and exchanges.

2.2.2. Insignia. Insignia allowances are contained in AS 016, preface, paragraph 2b.

2.3. Annual Uniform Funding.

2.3.1. Funds for uniforms are allotted to units by fiscal year and the unit's unduplicated headcount in that fiscal year's Program Status Report (PSR). Units will not order uniforms after 15 Sep until Holm Center/SDF loads the unit's uniform budget for the next fiscal year in WINGS or other system designated by the Director.

2.3.2. Units will not place uniform orders exceeding the unit's annual funding allowance given each fiscal year.

2.3.3. Ordering uniform items for use by the instructors is prohibited.

2.3.4. To ensure available funds for purchasing uniforms at the end of the fiscal year (beginning of academic year), complete a spend plan in WINGS no later than 1 May of each year.

2.3.4.1. To project uniform funds on the spend plan, use enrollment history, current inventory and any knowledge of projected enrollment for the next academic year.

2.3.4.2. Do not estimate excessive amounts in the spend plan.

2.4. Obtaining Uniform Items.

2.4.1. New units should contact HQ Holm Center/JROL to obtain instructions for ordering initial uniform items.

2.4.2. Established units may order uniform items, to include special-sized clothing, through the Defense Logistics Agency (DLA) web site at: <https://dod-email.dla.mil> or other site designated by the Director.

2.4.3. When ordering uniform items, print and maintain a copy of the order. Ensure the document number is annotated on the copy. When items are received, there will be a DD Form 1348-1A, *Issue Release/Receipt Document*, or a Materiel Release Listing in the package. Compare the order to ensure all items ordered were received. There is no requirement to maintain the DD Form 1348-1A after the ordered items are received.

2.4.4. For specific clothing items, such as badges, go to Cyber Campus Unit to HQ Orders | Order Form | Badges/Color Guard/Rifle/Misc.

2.5. Uniform Management.

2.5.1. All controlled uniform items must be inventoried via Cadet and Inventory Management System (CIMS). A unit must setup their inventory via Cyber Campus | Cadet and Inventory Management System (CIMS) | Setup Inventory | Pre-Defined and User Defined Clothing, then maintain their clothing inventory. The uniform items listed in Table 2.1 are accountable. Unaccountable uniform items (caps, sweaters, socks, rank, ribbons, PT gear, belts, etc.) are not required to be loaded into CIMS.

Table 2.1. Accountable Uniform Items

| Male Uniforms | Female Uniforms |
|--------------------------|-----------------------------|
| Boots | Boots |
| Coat, All Weather | Coat, All Weather |
| Coat, Service, Blue | Coat, Service, Blue |
| Jacket, Lt. Weight, Blue | Jacket, Lt. Weight, Blue |
| Shirt, Blue, L/S | Shirt, Overblouse L/S |
| Shirt, Blue S/S | Shirt, Overblouse S/S |
| Shoes, Dress, Black | Shoes, Dress, Oxford, Black |
| Trousers, Blue | Skirt, Blue |
| | Slacks, Blue |

2.5.2. Issue clothing and insignia to cadets using CIMS | Cadet | Clothing. Procedures must include controls to ensure return of items.

2.5.3. Record authorized uniform items assigned to cadets in CIMS. As a minimum, each cadet must sign for receipt and understanding of responsibility for uniforms. The unit may choose to have the cadet's parent/guardian sign for receipt and understanding of responsibility for all uniform items, either using a locally generated receipt or the uniform receipt generated by CIMS. Units will develop procedures to identify controls to ensure return of items or payment.

2.5.4. Cadets who will participate in AFJROTC summer activities and or will return to AFJROTC the next Academic Year are allowed to retain their uniform items over the summer break.

2.5.5. Units must update CIMS weekly with any changes (at a minimum).

2.6. Shoe and Boot Requirements.

2.6.1. One pair of shoes per cadet is authorized. Units are not authorized to use Air Force funds to purchase poromeric (corfram) shoes. The Air Force will not fund replacement shoes during the academic year under normal conditions. If replacement is required, the cadet will bear the cost unless the issued shoes were defective or no longer fit.

2.6.2. If a cadet withdraws from the program, the shoes should be identified as unserviceable.

2.6.3. Dispose of unserviceable shoes.

2.6.4. Medical directives prohibit the reissue of shoes; however, MPCs should request those cadets returning the next academic year to retain their shoes for use during the next school year.

2.6.5. Units are authorized a maximum of 24 pair of combat boots for color guard or drill team members. If a cadet who was issued a pair of boots leaves the team, a pair of replacement boots should be ordered through DLA.

2.7. Recovering Cadet Uniforms.

2.7.1. The MPC and the school must take all necessary and reasonable actions to recover issued uniform items.

2.7.2. As a minimum, the MPC should contact the cadet's parents/guardians verbally requesting that the uniform items be returned.

2.7.3. If the cadet's parents/guardians fail to respond, refer the problem to the school principal, who should use available administrative measures such as withholding grades, transcripts or report cards, or any other measures deemed appropriate to obtain the uniform items.

2.7.4. If all attempts to recover the uniform items fail, process items into CIMS | Clothing | Write Off Accountable.

2.8 Excess Uniform Shipments.

2.8.1. Excess uniform items are those items, determined by the MPC, for which the unit has no current requirement, and the unit no longer has the space to appropriately store the items.

2.8.2. Units may ship excess uniform items to other AFJROTC units based on the following procedures:

2.8.2.1. Units should advertise excess uniform items on Cyber Campus | Message Boards | Swap Shop-Uniform.

2.8.2.2. Uniforms that are declared excess must be serviceable and clean when shipped. Record excess uniform shipments in CIMS and retain copies of all shipping documents.

2.8.2.3. When units are directed to ship excess uniforms to new units and they cannot completely fill the request, the shipping unit must notify the receiving unit and Holm Center/JROL.

2.8.2.4. If redistributed items are not received within 30 calendar days from notification date of shipment, the receiving unit must contact the shipping unit. When redistribution shipments are received, the receiving unit must provide a signed copy of the invoice to the shipping unit.

2.8.2.5. Shipments should be made by the most cost effective means and will be reimbursed IAW Holm Center Instruction 65-1003, *Financial Management Air Force Junior ROTC Program*.

2.9. Unserviceable Uniform Disposal.

2.9.1. Inventory unserviceable items and prepare a list of all items to be disposed.

2.9.2. The Senior Aerospace Science Instructor (SASI) must ensure CIMS is updated using the Write Off-Accountable function. The justification block must contain an explanation of why and how the items were disposed.

2.9.3. Disposal of uniforms locally is authorized when the following procedures are completed:

2.9.3.1. Remove all buttons with the Air Force symbol from the service dress coat.

2.9.3.2. Remove all shoulder patches.

2.9.4. Unserviceable items may be thrown away.

2.9.5. Donate items to Civil Air Patrol if desired. Charitable/not-for-profit organizations and unofficial JROTC/Leadership Programs in middle schools and high schools are not authorized to receive donated uniforms.

Section B - Accounting Procedures

2.10. Relief from Liability and Accountability. If uniform items are lost or discovered stolen, a report of survey may need to be accomplished. See Chapter 5, *Report of Survey Procedures*, for specifics.

Chapter 3

WEAPONS AND EQUIPMENT MANAGEMENT

3.1. Inert Weapons.

3.1.1. Allowance Standard 706B (AS 706B), [included in Table of Allowances, (TA)] *Air Force Reserve Officer Training Corps*, authorizes inert rifles for AFJROTC units. Units desiring to retain these inert weapons must provide a secure storage area. No unit may retain more than 29 inert weapons. Damaged, broken, or excess inert weapons will be returned to the host Logistics Readiness Squadron (LRS).

3.1.2. Ownership of the weapons will remain with the United States Air Force and must be controlled and stored in accordance with this instruction.

3.1.3. No unit is authorized to obtain additional inert weapons from their host unit supply squadron.

3.1.4. All inert weapons must be returned to their host unit supply squadron no later than 60 calendar days after the arrival of the replica weapon replacements at the unit.

3.1.5. The term “inert weapon” includes any weapon which was originally manufactured to fire ammunition, but now has been rendered inoperative.

3.2. Equipment Custodian File.

3.2.1. The MPC must maintain the equipment custodian file (to include all applicable documents and listings) according to the format and procedures outlined in AFM 23-110, *USAF Supply Manual*, Volume II, Part 13, Chapter 8, Section F.

3.3. Inert Weapon Storage.

3.3.1. Inert weapons must be housed in storage room assigned to AFJROTC. Storage room windows will be secured to preclude entry through window openings. Storage area exterior doors will be secured with a locking mechanism at all times unless an instructor is physically occupying the storage room.

3.3.2. Within this storage area, inert weapons must be stored in a locked, steel storage cabinet or in a commercially-available lockable weapon storage rack. Weapon storage cabinets/racks must be bolted/secured to the floor/wall to prevent their easy removal. Steel shackled padlocks must be used to secure cabinets and weapon racks (closed shackled steel padlocks will be used if possible; combination locks are not authorized). Lock/key control procedures must be established to ensure only authorized personnel, as determined by the Senior Aerospace Science Instructor (SASI), have access to the storage area exterior door and cabinet/rack keys.

3.3.3. Post a Standard Form (SF) 702, *Security Container Checksheet*, on the cabinet or rack to notate each opening/closing and record weekly checks. At least once each week, the Senior Aerospace Science Instructor (SASI) or Aerospace Science Instructor (ASI) will verify the weapon inventory. Each month's SF 702 may be discarded on or after the first day of the following month.

3.3.4. The SASI, in conjunction with the MPC, will establish local issue procedures for inert rifles and ceremonial swords. Rifles and swords must be returned to unit storage daily unless overnight trips are involved. While transported, rifles may not be openly displayed and must be under the control of an instructor. Once at the place of drill/ceremony, weapons must be under the control of an instructor or cadet at all times. If remaining overnight away from campus, inert weapons must be stored in an instructor's hotel room. At no time will inert weapons be left unattended.

3.4. Inert Weapon Accountability.

3.4.1. Equipment accountability procedures are contained in AFM 23-110, Volume II, Part 13, Chapter 8. This also contains procedures for transfer of equipment to a new custodian.

3.4.2. All units retaining inert weapons will ensure all weapons are loaded in CIMS under the standardized item description "Inert Weapon."

3.4.3. Units must accomplish monthly inventories of all inert weapons using the AF Form 1473, *Gun/Equipment Room Inventory*. The AF Form 1473 will be maintained by the unit for 36 months or until all inert weapons have been returned to the host base supply squadron, whichever occurs first.

3.4.4. In the event of a lost/stolen inert weapon, the unit must immediately notify the servicing AF installation Logistics Readiness Squadron (LRS) function and local law enforcement. Get the report of survey (ROS) procedures and suspenses from the LRS and complete them. If the lost is discovered on a non-duty day, contact the LRS through the base's command post.

3.5. Replica Weapons, Sabers, and Air Rifles.

3.5.1. The term "replica weapon" includes any weapon which was not manufactured to fire ammunition. This includes all commonly used wooden "facsimile" drill rifles".

3.5.2. The term "air rifle" includes any weapon acquired for use in the unit's Civilian Marksmanship Program. The only propellant used in these weapons is either compressed air or compressed carbon dioxide.

3.5.3. All replica weapons, sabers, and air rifles associated with AFJROTC, regardless of how obtained, must be stored in a locked cabinet or a lockable weapons rack. This cabinet or rack must be secured in a locked storage room or classroom.

3.5.4. It is recommended, but not required to post a Standard Form (SF) 702, *Security Container Checksheet*, on the cabinet or rack to notate each opening/closing and record weekly security checks.

3.5.5. All units with replica weapons, regardless of how funded or obtained, will ensure all weapons are loaded in CIMS under the standardized item description "Replica Weapon."

3.5.6. All units with air rifles, regardless of how funded or obtained, will ensure all weapons are loaded in CIMS under the standardized item description "Air Rifle."

3.5.7. All units with sabers, regardless of how funded or obtained, will ensure all weapons are loaded in CIMS under the standardized item description "Saber."

3.6. Equipment Allowances.

3.6.1. Units will either be reimbursed to locally procure items such as projectors or digital cameras or will request these items from Holm Center/JRO. The school should furnish office and classroom equipment and supplies on the same basis as other departments in the school.

3.6.2. AFJROTC units are not authorized to use their support base service store for procurement of administrative supplies.

3.7. Equipment Accountability.

3.7.1. The MPC and IT equipment custodian is responsible to ensure the security of all Air Force equipment either issued to the unit, procured with Air Force funds, or locally purchased and later reimbursed for by the Air Force.

3.7.2. Air Force equipment is physically marked and clearly identified as such. Air Force equipment includes equipment issued to the unit, procured with Air Force funds, or locally purchased and later reimbursed for by the Air Force. In addition, ADPE equipment will have the labels generated by Holm Center/SDC applied.

3.7.3. The MPC/IT equipment custodian will maintain a record of these items with associated stock numbers IAW AFI 33-112.

3.7.4. Units will use CIMS to account for Air Force property and equipment, clearly recording the identity (i.e., nomenclature, make, model, serial number) such as scanners, computers, printers, televisions, video recorders, projectors, monitors, replica weapons, and inert weapons, scanners, Classroom Performance Systems (CPS), and any other property identified in this instruction with proper disposition recording for items no longer in service.

3.7.5. The IT equipment custodian will conduct an annual AIM inventory, this includes computers, projectors, digital cameras, etc. The IT equipment custodian will return to Holm Center/SDCS a signed copy of the AIM equipment list the Holm Center/SDCS provided. Also, an AIM inventory will be completed after changes to the account have occurred. New IT equipment custodian letters and AIM inventories need to be accomplished and signed every year whether there have been IT equipment custodian changes or not. This needs to be

accomplished between 1 January and 30 April each year. Failure to comply with the Holm Center/SDCS suspense for submitting an updated IT equipment custodian letter or completing an AIM inventory will result in the unit's AIM account to be locked and ineligible to obtain IT equipment refreshes.

3.8. Equipment Maintenance. For Air Force issued IT equipment, check the equipment's US Air Force AETC sticker for warranty information. All maintenance questions concerning IT equipment will be referred to Holm Center/SDCS; all other government furnished equipment contact Holm Center/JROL.

3.9. Relief from Liability and Accountability. For disposition instructions on all Air Force Automated Data Processing Equipment (computers, monitors, printers, all-in-one scanners, cameras, camcorders, projectors) contact Holm Center/SDCS; all other government furnished equipment contact Holm Center/JROL.

Chapter 4

COLLECTION PROCEDURES

4.1. Collections. Any funds collected by AFJROTC instructors for lost or damaged textbooks, uniforms, and equipment must be sent to the Holm Center for deposit into the U.S. Treasury miscellaneous receipts account.

4.1.1. The payments received and any documentation explaining the circumstances behind the payment are to be sent to Holm Center/SDF, 551 East Maxwell Blvd, Maxwell AFB, AL, 36112-6106, within 30 calendar days after the payment is collected. Multiple collections can be consolidated into a single package of collections sent to Holm Center/SDF every 30 days.

4.1.2. Payments must be made by money order, cashier's check, personal or certified check, and made payable to the DFAS-LI. Cash will not be accepted. If needed, the school can collect payments and issue a single check payable to DFAS-LI.

4.1.2.1. Before mailing the collections to the Holm Center/SDF, notify HQ Resources via email to expect the payment.

4.1.3. Retain a copy of the payment (money order, cashier's check, personal or certified check) and support documentation in the unit document file.

4.1.4. Records must be maintained for 3 years IAW with Holm Center/SDF policy.

Chapter 5

REPORT OF SURVEY (ROS) PROCEDURES

5.1. Purpose. The general purposes of the AFJROTC Report of Survey (ROS) program are to:

5.1.1. Research and identify the cause of loss, damage, or destruction of property; determine if loss, damage, or destruction was due to negligence or abuse; and document school replacement of such property.

5.1.2. Assess school district of monetary liability after investigation of cause of loss, damage, or destruction of Government property.

5.1.3. To provide Holm Center/JR and unit SASI with case histories which enable them to take corrective action to prevent recurrence of the incident.

5.2. ROS Guidance.

5.2.1. A ROS is mandatory when:

5.2.1.1. Any inert weapons have been damaged beyond repair, destroyed, or lost.

5.2.1.2. Pilferable items over \$100 per unit cost or \$500 total cost are lost.

5.2.1.3. Annual inventory inspection results in adjustment of over \$2,500 for pilferable items.

5.2.1.4. Repetitive cases of loss, damage, or destruction occur, that alone would not call for the processing of a ROS.

5.2.1.5. The loss of any equipment listed on the unit's AIM inventory, regardless of value.

5.3. ROS Responsibilities and Timelines.

5.3.1. Within 15 days of the discovery of the loss, damage, etc., the unit SASI, acting as the investigating officer, will complete blocks 1 through 11 on the DD Form 200, *Financial Liability Investigation of Property Loss*. Instructions for completion can be found in AFMAN 23-220, *Reports of Survey for Air Force Property*, Chapter 14.

5.3.2. Forward the ROS to the school principal for review and completion of block 12.

5.3.3. The school principal will forward the ROS and accompanying documentation to Holm Center/SDCS.

5.3.4. Holm Center/SDCS will have 5 days from receipt of the ROS to review the case for completeness, findings, recommendations, and any erasures or alterations. Holm Center/SDCS will forward the ROS to Holm Center/JRO for further processing.

5.3.4.1. Holm Center/JRO may appoint a financial liability officer to reinvestigate the case if it is felt the initial investigation was not completed properly.

5.3.4.2. If Holm Center/JRO suspects negligence or abuse, financial liability may be placed on the school district involved in the case.

5.3.4.3. If Holm Center/JRO finds no evidence of negligence or abuse, the case may be closed and the ROS is forwarded to Holm Center/SDC as appropriate, to adjust supply records.

5.3.5. If financial liability is determined by Holm Center/JR or their designee, a letter will be to the school district requesting replacement equipment be purchased for the AFJROTC unit or other restitution be made. The school district will have 30 calendar days to present their plan to make restitution or provide evidence to refute the findings.

5.3.6. If financial liability is determined by Holm Center/JR or their designee, and the unit's ROS is resolved, the unit's AIM account will be locked and the unit will not be able to receive new ADPE equipment.

5.4. Approval Limits. Holm Center/SDC will take final action on Report of Survey IAW AFMAN 23-220.

5.5. Miscellaneous ROS Guidance. All ROS forms where theft is suspected will be accompanied by a police report.

5.6. Probation Resulting from Property Loss. Repeated cases of property loss at a unit could, at the discretion of the AFJROTC Director, result in probation and possibly closure of the unit.

Chapter 6

FORMS AND INFORMATION MANAGEMENT TOOLS

6.1. Adopted: SF 702, *Security Container Checksheet*; DD Form 200, *Financial Liability Investigation of Property Loss*; DD Form 1131, *Cash Collection Voucher*; DD Form 1348-1A, *Issue Release/Receipt Document*; AF Form 847, *Recommendation for Change of Publication*; AF IMT 2005, *Issue/Turn-in Request*; AF IMT 2426, *Training Request and Completion Notification*; AF Form 1473, *Gun/Equipment Room Inventory*.

RICHARD J. RAGALLER, Col, USAF
Director, Air Force Junior ROTC

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

DoDM 41660.21-M, *Defense Materiel Disposition Manual*

AFPD 23-1, *Requirements and Stockage of Materiel*

AFMAN 23-110, *USAF Supply Manual*

AFMAN 23-220, *Reports of Survey for Air Force Property*

AFI 33-112, *Computer Systems Management*

AFI 37-123, *Management of Records*

AFTO 11W3-5-3, *Routine Action Safety Inspection of all Operational Live Fire M1 Rifles and Inert M1 Rifle*

AS 016, *Special Purpose Clothing and Personal Equipment*

AS 706B, *Air Force Reserve Officer Training Corps*

AFJROTCI 65-1003, *Financial Management Air Force Junior ROTC Program*

AFJROTC Uniform and Awards Guide

Abbreviations and Acronyms

ADPE – Automated Data Processing Equipment

Holm Center – Jeanne M. Holm Center for Officer Accessions & Citizen Development

AFJROTC – Air Force Junior Reserve Officer Training Corps

AIM – Air Force Information Technology Management System

AS – Allowance Source

ASI – Aerospace Science Instructor

CA/CRL – Custodian Authorization/Custody Receipt Listing

CIMS – Cadet and Inventory Management System

DRMO – Defense Reutilization Marketing Office

IAW – In Accordance With

IT – Information Techonology

MilPers – Military Personnel

MPC – Military Property Custodian

ROS – Report of Survey

RPA – Reserve Personnel Appropriations

SASI – Senior Aerospace Science Instructor

SEA – Service Educational Activities

TA – Table of Allowance

TCTO – Time Compliance Technical Order